



Winston H. Hickox  
Agency Secretary

# Air Resources Board

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Chairman

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Gray Davis  
Governor

## MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco  
Safety Coordinator

DATE: February 13, 2003

SUBJECT: SAFETY MEETING IDEAS – FEBRUARY 2003

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Suggested issues to discuss during your next meeting are:

### 1. Being Prepared For Possible Terrorism

With our nation in "High" security alert, it has caused us to look at our preparedness plans for disaster and terrorism attack. We are currently developing "Shelter In Place" procedures for each facility to prepare if it ever becomes necessary to stay indoors for protection. Emergency Action Plans are also being reviewed and updated for each facility. We take emergency preparedness very seriously.

Many staff members are asking questions about how they can prepare if disaster occurs while they are at home. Helpful information has been posted on the Office of Homeland Security web site at [www.dhs.gov](http://www.dhs.gov) which links to the Red Cross web site regarding "[Terrorism--Preparing for the Unexpected](#)."

### 2. OSHA Log 300 Information for 2002 is Posted

The OSHA Log 300 information for 2002 is posted on ARB's website on the "What's Up" Page. It will be available from February 1-April 30, 2003 as required. The log includes summary information on workplace injuries filed during 2002 in Sacramento and El Monte. If you have any questions about the information, please contact Carol Del Toro.

### 3. Don't Leave Items in Vehicles

There have been several incidents of vandalism of vehicles where items can be easily seen from outside the vehicle. In most cases, the vandals are not interested in the items after all, but the vehicles are damaged and the property is lost. Please

*The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.*

California Environmental Protection Agency

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make sure items cannot be viewed from outside the car. If they are visible, perhaps the items should be taken into the office.

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.